

Personnel

Payroll Regulations

Vacation

POLICY:

- .01 The Laboratory provides vacation with pay. Vacation may be taken for reasons such as rest, relaxation, a change from normal duties and responsibilities; personal business; parental leave (*see* AM 318), or family illness that does not qualify for family illness leave (*see* [AM 313](#)).

NOTE: An employee may also have certain rights under the Family and Medical Leave Act (FMLA) of 1993. *See* [AM 327](#).

EMPLOYEES COVERED:

- .02 Part-time employees and full-time employees appointed for 6 months or longer are eligible for vacation accrual. Short-term employees and casuals do not accrue or use vacation. ✕
- .03 A full-time short- or limited-term employee whose initial appointment is extended begins to accrue vacation on the effective date of the extension if the combined terms of the original appointment and all extensions equal or exceed the minimum length for leave accrual.

ACCRUAL RATE:

Full Time Employees

- .04 Full-time employees who accepted an employment offer *before* December 1, 1992, accrue vacation leave at the rate of 16 hours per month.
- .05 Full-time employees who accepted an employment offer *on or after* December 1, 1992, accrue vacation according to the following table provided they are in pay status for at least half their scheduled workdays for that month:

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<u>Years of Service</u>	<u>Accrual Rate</u>	<u>Maximum Allowable Credit</u>
Less than 10	10 hours/month	240 hours
10 or more, less than 15	12 hours/month	288 hours
15 or more, less than 20	14 hours/month	336 hours
20 or more	16 hours/month	384 hours

NOTE: Employees who accepted an employment offer on or after December 1, 1992, with less than 10 years of service may receive up to 3 additional days of paid leave during the annual Laboratory closure in December to cover days that are not paid holidays. Record as "VG" on the time and effort report.

Part-Time Employees

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Part-time employees are credited with vacation as follows:

Part-time exempt — The number of hours (see [.04](#) or [.05](#) to determine this number based on the employee's employment offer acceptance date) are multiplied by the ratio of appointment percentage to full-time (credited on a monthly basis).

Part-time nonexempt — The number of hours (see [.04](#) or [.05](#) to determine this number based on the employee's employment offer acceptance date) are multiplied by the ratio of hours in pay status to full-time (credited on a biweekly basis).

Exceptions

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The following are exceptions to the accrual rate:

During the first month of employment, employees accrue vacation at a rate proportionate to their time in pay status.

If a part-time exempt employee or any full-time employee is in leave without pay (LWOP) status for more than half of the workdays in a month, he or she accrues no vacation.

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Maximum Accrual

- .08 An employee who accepted an employment offer *before* December 1, 1992, can accrue up to 384 hours of vacation leave. The maximum accruals for employees who accepted an employment offer on or after December 1, 1992, are stated in [.05](#). After reaching the upper limit, no more vacation is accrued until the balance drops below the limit. If an employee does not take vacation during a month when he or she is at the accrual limit, the hours that would have accrued are used to restore an equal number of hours of sick leave taken during that \leq leave year. If the employee has not used sick leave, or if all sick leave hours have already been restored, vacation hours are lost. There is no provision for granting an exception to this policy.

ADVANCE:

- .09 An employee may be advanced vacation days by the group-level manager when the days advanced can be accrued and repaid before the end of the current leave year. \leq

NOTE: In special cases, the cognizant division-level manager may approve advances beyond the current leave year, but in no case may an employee be advanced more than the vacation days that would accrue during the next consecutive 12-month period.

USAGE:

Approval

- .10 An employee must obtain approval from his or her group-level manager before using accrued or advanced vacation. Vacation approvals are contingent on the work schedule of the employee's organization. The group-level manager should not approve vacation advances if he or she believes the employee will not accrue enough vacation to pay back the advance or if the group-level manager has other reasons to disapprove the advance.

Restrictions

- .11 Restrictions that apply to vacation usage are as follows:

Vacation may be used in lieu of sick leave; however, sick leave may not be substituted for vacation except as stated in [.15](#).

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When an employee is assigned to an extended workweek of limited duration, vacation use is normally permitted only for occasional necessary days off.

RECORDING ABSENCE:

- .12 Use the appropriate "V" time code on the time and effort report (see [Table 300.I Time Codes](#)) and charge against accruals in the following units:

Nonexempt — to the nearest quarter hour.

Part-time exempt — to the nearest hour.

Full-time exempt — to the nearest half day.

Charging Vacation

- .13 An employee who takes a day of vacation is charged vacation for the number of hours he or she would have been expected to work that day as determined by the group-level manager, subject to the restrictions in [.11](#). Leave may not be charged on a day when the employee is not scheduled to work.

NOTE: For an exempt employee on a 9/80 work schedule, a half-day of vacation equals 4.5 hours on a day when the employee is scheduled to work 9 hours and 4 hours on a day when the employee is scheduled to work 8 hours. Similarly, a full day is either 9 or 8 hours depending on the number of hours the employee was scheduled to work.

HOLIDAY DURING VACATION:

- .14 When a period of vacation includes a holiday observed by the Laboratory, absence for that day is recorded as a holiday.

ILLNESS OR INJURY DURING VACATION:

- .15 An employee who has a disabling injury or illness during a vacation may request that the vacation status for those days be changed to sick-leave status.

UNUSED VACATION CREDIT:

On Termination

- .16 Unused vacation on termination date is paid at the straight-time hourly rate for each accrued vacation

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day, or, with the prior approval of the employee's management, vacation accrual may be used to extend the termination date.

On Transfer in Employment Status

- .17 ***Transfer to Ineligible Status*** — Vacation accruals are carried on an employee's record until termination of employment, even though the employee may have transferred into an employment status in which the employee is not eligible to use or accrue vacation.
- .18 ***Return to Eligible Status*** — If an employee later transfers into an employment status in which the employee is again eligible to use and accrue vacation, the employee's unused, previously accrued vacation time becomes available for his or her use.